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Financial Management

ACQUISITION PLANNING, NWSPD 70-2

ACQUISITION PLANNING

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SUMMARY:

To provide policy and guidance to effectively conduct acquisition planning and develop acquisition

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1/8/15
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ACQUISITION PLANNING

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ACQUISITION PLANNING

1. Introduction

According to Commerce Acquisition Manual (CAM) 1307.1, acquisition planning is critical to successful acquisitions in order to deliver the right solutions, at the best value, on time, and within budget. Proper planning can eliminate potential problems at the time of the award and during contract performances that shorten procurement administrative lead times (PALT) and improve customer satisfaction. Federal Acquisition Regulation (FAR) Part 7, Acquisition planning implements the statutory requirement for acquisition planning for written acquisition plans exceeding the simplified acquisition threshold of \$150,000, although FAR Subpart 7.102 requires market research and acquisition planning on all acquisitions regardless of dollar value.

2. Purpose

To provide policy and guidance to effectively conduct acquisition planning and develop acquisition plans exceeding \$150,000. Acquisitions include competitive and non-competitive contracts; new definitive contracts (including contracts for supplies, services, construction, repair and alteration); task/delivery orders against Federal Supply Schedule (FSS) contracts, Government-Wide Acquisition Contracts (GWACs), Multi-Agency Contracts (MACs) and Blanket Purchase Agreements (BPA); single or multiple award Indefinite Delivery/Indefinite Quantity (IDIQ) contracts; options to existing contracts; and interagency agreements.

3. Scope

This procedure applies to all National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS) personnel; specifically personnel with involved in the procurement process.

4. Background

To ensure adequate acquisition planning, early communications between the program office and NOAA Acquisition and Grants Office (AGO) should begin as soon as the need is identified and well in advance of the beginning of the fiscal year in order to improve scheduling of actions, increase control of fourth quarter obligations, and further opportunities for consolidating requirements. As forecasts are required prior to the appropriation of funds for the next fiscal year, they will be based on the best estimate available from budget projects. The Advanced Acquisition Plan will foster thorough and efficient execution of procurements.

5. Roles and Responsibilities

The roles and responsibilities are explained in NOAA AGO's Fiscal Year (FY) 2015 Acquisition Planning memo¹ NOAA AGO requires preparation of acquisition plans four months in advance before the beginning of the planned fiscal year. Planned data shall be entered into the Forecasting and Advanced Acquisition Planning System (FAAPS) for each acquisition with an anticipated value greater than \$150,000. The web-based FAAPS, available at <http://fido.gov/doc/aap/>, is the system mandated by DOC for development of acquisition plans. NWS is responsible for updating their

¹ http://www.ago.noaa.gov/news/fy15_ago_acquisition_planning_memorandum.pdf

FAAPS data at the end of each quarter to enable accurate planning. On March 1 of each fiscal year, NOAA AGO will pull the FAAPS data, which will be used to determine baseline workload for the remainder of the fiscal year. Any action submitted after that date will be considered an unplanned action. Planned actions will receive priority over unplanned actions. (CFO/CAO) Designated FAAPS coordinator in CFO office will review and monitor FAAPS to ensure completion and coordination.

The FAAPS coordinator role is to:

- a) Facilitate the NWS AAP (Advance Acquisition Plan) data collection
- b) Provide instructions to their office staff on gathering data and inputting updated data into the web-based system
- c) Monitor the completion of the program office's plans
- d) Ensure that the user listing includes only authorized staff that have the right to view and update the FAAPS data
- e) Formally inform the AGO Director when NWS has completed the FAAPS data and is ready for review
- f) Coordinate NWS's responses to questions from users and procurement offices concerning their submissions
- g) Ensure the plans are within the correct range of the current FY budget request

The following instructions apply to the FAAPS user:

- a) Must be an authorized user of the FAAPS website
- b) Are assigned a password by the system at their initial logon
- c) All users must logon using their assigned password
- d) NWS staff is restricted from accessing any data other than the data associated with the office in which they are registered. User access to data is also restricted by the user's role on the FAAPS website.
- e) FAAPS users are assigned one of four roles:
 - Reporter (Rep): Create AAPs
 - Read Only (RO): View only access
 - Office Point of Contact (POC): View and update all AAPs in the office
 - Approver (APR) Approve all AAPs of the office. (Note: This is an optional role)
- f) Reporters must mark an AAP form "Complete" when the reporter has completed the updates. Marking a form "Complete" formally submits the form to the office POCs for review and validation. Reporters will mark previously "New" AAPs as "Existing" if the requirement has been awarded, or mark AAPs "No Longer Required" if the requirement has been awarded and no further funding will be added.
- g) Office POCs must "Unmark" an AAP form to update the form if changes are necessary to the data. The office POC identification information will be recorded on the form as the last person to update the form. The POC reviews upcoming PRs for the month and adds new AAPs to the FAAPs.
- h) If Approvers (APRs) are assigned, then office APRs must "Approve" an AAP form to finalize the form. The office APR identification information will be recorded on the form as the last person to update the form.

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- i) All AAP forms will show the original creator's contact information (the person's name, phone contact information, and email address). All AAP forms will show the last person to update the form (name, phone contact information, and email address).
- j) The AAP that is documented in FAAPS must be integrated in the annual budget spend plan and referenced in the spend plan template. (Procurement Control directive will be linked to the AAP directive).